

CONTRACT DESCRIPTION - PT01 2026

Task 1: Daily Opening of Toilet Blocks

- Open 3no. toilet blocks by 7.00am

Task 2: Daily Clean of Toilet Blocks

- Clean and service each toilet block daily, including Bank Holidays to the following specifications:
 - Clean all fixtures and fittings, including toilet bowls and seats, urinals, flush buttons/handles, handrails and wash basins, using a proprietary cleanser. Place deodorising blocks in urinals as required.
 - Sweep the toilet block areas (internal and external) removing and bagging any litter.
 - Mop all the floors in each toilet block.
 - Spot clean walls, windowsills using a proprietary cleanser. Remove any internal graffiti by thoroughly washing down affected areas with cleaning agent. Report any damage or graffiti that cannot be removed with cleaning solution.
 - Replenish toilet paper in dispensers.
 - Replenish hand wash in dispensers.
 - Address minor blockages in sinks and toilets.
 - Ensure appropriate signage is displayed during cleaning operations and that the toilet blocks are always left in a safe condition for users.
 - Inform the Town Council immediately if you are aware of any drain blockage problems or other concerns that cannot be remedied during that visit.

Task 3: Daily Inspection

- Visit each site (lunchtime) daily to check on supplies, condition and address accordingly

Task 4: Weekly Deep Clean of Toilets Block

- Clean all internal surface areas (excluding the ceiling), including floors, doors, walls, windowsills, tops of doors and cubicle walls using a proprietary cleanser. Remove any internal graffiti by thoroughly washing down affected areas with cleaning agent.
- Clean all air vents in walls and ceilings with a damp cloth/duster and cleaning agent.
- Report any damage vents to the council.

Task 5: Storage Rooms

- Storage rooms shall be kept tidy and must always be accessible to the Town Council and other contractors who may need access for service and maintenance.
- Sink areas shall be always kept clean.
- Floor surfaces are to be swept and cleaned on a weekly basis.
- Only materials and equipment necessary for the upkeep of the public toilets shall be stored in these rooms, unless written permission is granted otherwise.
- All materials will be stored in accordance with COSHH regulations
- Storage racks/cabinets (lockable where necessary)/containers for chemicals are to be supplied by the contractor.

Task 6: Minor Repairs and Additional Tasks

- Repair / replace toilet seats
- Repair / replace internal door locks/bolts
- Repair / replace external door locks
- Repair / replace tiles around sinks
- Repair minor leaks to sink waste traps and associated pipework
- Repair / replace damaged toilet roll / soap dispensers
- Call out to assist service contractors
- Obtain items (i.e., locks, DIY goods and other supplies from local hardware stores)
- Take and report meter reading to Town Council staff on request
- Pre-season drain up and deep clean
- End of season drain down

Task 7: Daily Closing of Toilet Blocks

- Close and secure all toilet blocks by 8.00pm*

Consumable Items:

Consumable items are to be supplied to Government Buying Standards – details can be found at:

<https://assets.publishing.service.gov.uk/media/5a80d427e5274a2e8ab52656/gbs-clean-prod-services-2015.pdf>

***Operation times (closing times can be varied to suit the season)**

Open	5.30am to 7.00am	2.0 hours
Clean & Check	12 noon to 1.30pm	2.0 hours
Clean Lock up	6.30pm to 8.00pm	2.0 hours

The Town Council would consider the combining of contracts PT01 2026 and BH01-02 2026